



# **INTERVIEW AND SELECTION**

Hiring Criteria Definitions, Hiring Criteria Weights & Interview Questions

During this training program, you will:

- Learn the structured interview process
- Discuss the legal issues concerning the interview process
- Conduct practice interviews
- Complete the Candidate Evaluation Form, including the scoring process
- Review the Employment Decision Form

## **TIMES FOR EACH CLASS SESSION**

DAY 1 – 8:30am to 4:30pm

DAY 2 – 8:30am to 4:30pm

Reserve your place by contacting your personnel office. As seating is limited, register early. If you have any questions, please contact us at (217) 524-8700 or [CMS.ATD@Illinois.gov](mailto:CMS.ATD@Illinois.gov).

**CMS will only accept registration requests from an authorized I&S Coordinator.**

Participants will receive an electronic copy of the “Interview & Selection Criteria and Techniques” manual upon being confirmed to attend. Please review the manual prior to attendance in the course.

**Visit our website at:**

**<http://www2.illinois.gov/cms/Employees/Education/training/Pages/default.aspx> and click on the “Course Schedule” link for current class dates, time and locations.**